



**Intermodal  
Transportation  
Division  
Policy**

September 4, 2007  
Effective Date

September 4, 2010  
Review Date

None  
Supersedes

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## **FIN 07-1 INVOICE PROCESSING FOR TEMPORARY TECHNICAL ENGINEERING PERSONNEL**

### **PURPOSE**

The purpose of this policy is to present the procedure for processing invoices from temporary technical engineering consultant firms.

### **SCOPE**

This policy applies to temporary technical engineering personnel (temp techs or rent-a-techs). This procedure does not apply to on-call construction contracts, acceptance materials testing contracts, or contracts over \$10 million.

### **BACKGROUND**

The 2007 Sunset Review of the Arizona Department of Transportation noted a finding (factor two, finding two) requiring ADOT to develop methods of tracking and monitoring consultant usage. ITD Construction Group currently tracks consultant expenditures and is in the process of enhancing the tracking system with a new Web Application Invoicing Program. This policy will improve the ADOT invoicing process and develop procedures to ensure accurate billing by temporary consultant firms.

### **POLICY**

It is ADOT's policy to:

- Compensate temporary technical engineering personnel according to consulting firm's contract and to process time sheets within the current billing cycle for timely payment.
- Verify consultant "Employee Time Document" (time sheets) according to the procedures in this policy and maintain that falsifying the times sheet is grounds for dismissal and/or termination of the contract.
- Accept and process one progress payment invoice per month from each consultant for work performed on ADOT projects.

### **INVOICE PROCESSING PROCEDURE**

#### **Responsibility**

Consultant Employee

#### **Action**

- Complete the "Employee Time Document" (time sheet) bi-weekly and the Mileage Log/Reimbursement Form.

**Please note: Each NON-WORKING day must be marked with an X.**

2. Deliver the original time sheet and the mileage/reimbursement form to the ADOT Org Supervisor for approval.

ADOT Org Supervisor

3. Receive the original time sheet and the mileage/reimbursement form. Review for completeness, approve, and return to the employee. Retain a copy for the life of the contract.

**Please Note: The ADOT RE/Org Manager must sign off in the event there are more than 10 hours OT. District Engineers must sign off for Consultant Resident Engineers.**

Consultant Employee

4. Deliver to their firm for invoicing.

Consulting Firm

5. Include the time sheet, mileage log, and all other pertinent documentation in the invoice. Send to the ADOT Consultant Construction Administration for payment. The consulting firm shall retain the original for the life of their contract.

ADOT Consultant Construction Administration (CCA)

6. Receive notification when an administrator logs on the ADOT system showing a new invoice alert.
7. Verify invoice charges against backup documentation.

**Please Note: Payment will only be made on charges that were approved per the consultant employee's confirmation.**

8. Approve through the ADOT web application for payment and notify the consulting firm their invoice has been approved.

ADOT Audit & Analysis

9. Perform random audits for the life of the contract on both the consulting firms and Orgs.